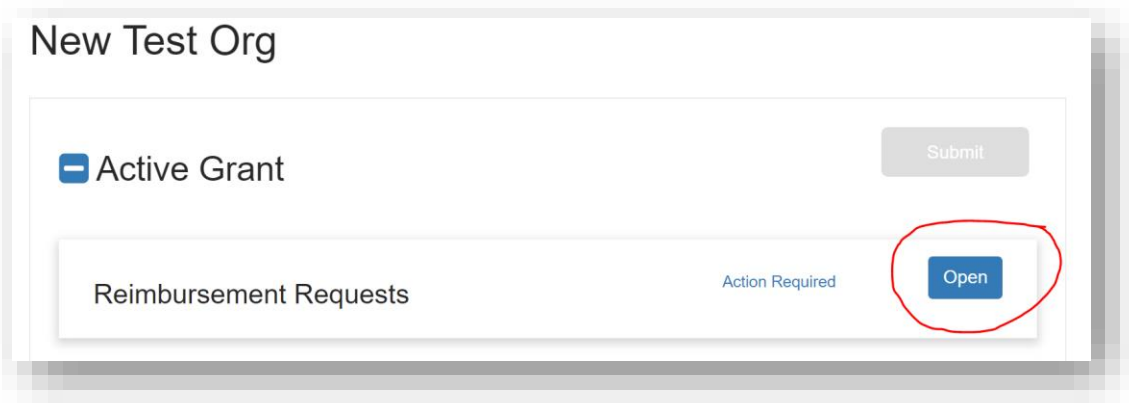
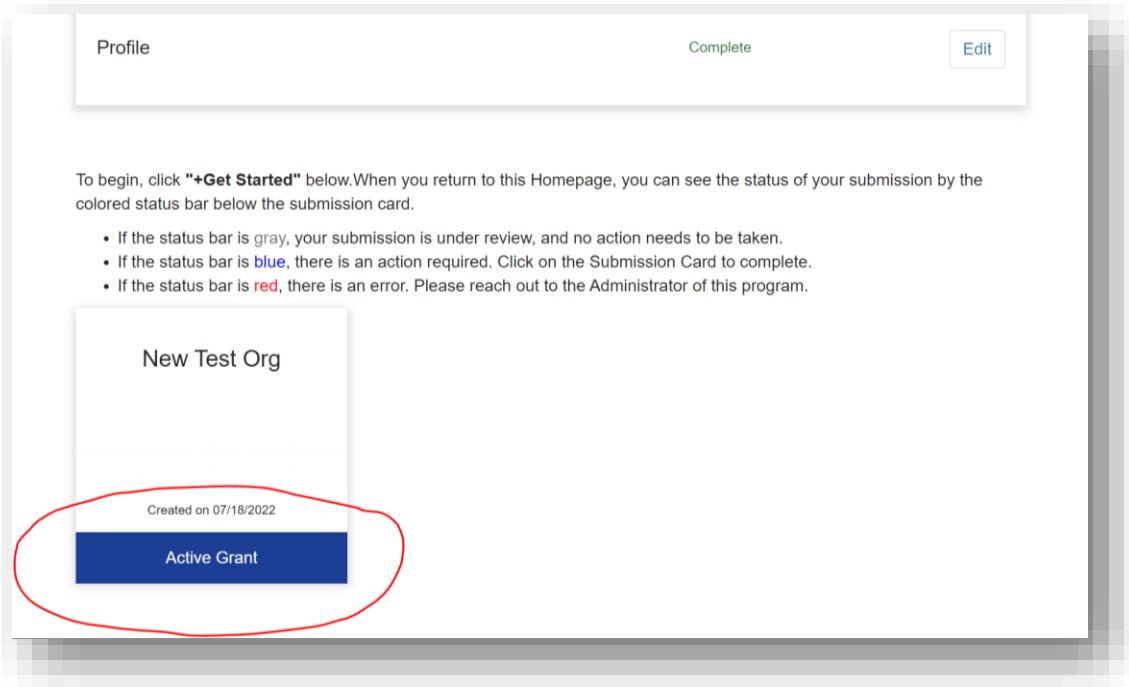


# Reimbursement Requests In 6 Steps

## Local Food System Infrastructure Grant

- 1) The Reimbursement Request form is located in your Grant Portal:
  - a. <https://webportalapp.com/sp/wsda>
  - b. you will need to sign in as your organization to complete reimbursement requests
- 2) To get to the Reimbursement Request form, click on the blue section labeled "Active Grant" for your organization (the steps are circled in red below):



## Reimbursement Requests ▾

Close

Please click "+Add New Item".

Minimum required: 1    Maximum allowed: 11    Total Completed: 0

+ New Item

There are no items in this list yet...

## Reimbursement Requests ▾

Delete   Save Draft   Mark Complete   Close

Organization Name \*

3) **When filling out the Reimbursement Request form,**

- You can click "Save Draft" to come back to an unfinished reimbursement request.
- Include the beginning and end dates of all the purchases that are being requested for reimbursement in this form. (the earliest and the latest purchase dates respectively)
- briefly describe the expense and indicate which line item from your approved budget the cost is associated with. (If I'm not sure, I'll have to ask, and that can delay your payment processing. If the item isn't part of your approved budget, WSDA can't reimburse it. If you think you may want to request a change to your budget, please reach out to me in advance of making a purchase and we can discuss.)
- Select the "Add" check box to included additional activities for reimbursement.

1a. Briefly Describe the activity or item that you are requesting reimbursement for \*

1b. \$ Amount \*

\$

1c. Please upload appropriate documentation \*

+ Select a file  ?

Add Additional Workplan/Budget Item?

☐ Add

Invoice Total:

\$

4) **When providing the required supporting documentation for expenses**, please include:

1. Documentation of what was purchased:
  - Itemized receipt
  - **OR**, invoice with a description of the items/services
2. Documentation that the item was paid for:
  - Itemized receipt, a payment receipt or “paid” invoice from the seller.
    - Just an “order” invoice is not sufficient by itself (a copy of a cashed check would also be needed)
    - Handwritten notes saying “paid” on an order invoice are not sufficient alone (a copy of a cashed check would also be needed)
  - **OR**, an “order” invoice PLUS a copy of the cashed/cleared check (both: front and back)
  - **OR**, a bill of sale including a description of the items sold, date, name/address/phone of seller and buyer, and signed by the seller verifying payment was received PLUS a copy of the cashed/cleared check (both: front and back). Paying with cash is not recommended in this case. Sellers may be willing to accept a cashier’s check.

5) **A few tips on payment methods**, for the purposes of grant reimbursement requests:

- Paying with check is an ideal way to have all the supporting documentation needed when requesting reimbursement;
- If paying with a credit or debit card, be sure to use the business card and not a personal card, and please provide a receipt, payment receipt, or paid invoice to prove the item was paid for.
- If using cash, be sure you have a receipt, payment receipt, paid invoice to prove the item was paid for.

6) Please remember that in order to submit a reimbursement request, the item should be in your possession, not just en route.

**If you have questions about reimbursement, please know I am always available to talk through them with you!**

Galen Van Horn

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564-200-4054 (texts welcome)